



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents, Principals, and Title I Coordinators

**FROM:** Karla Carr, Assistant Director of Data Collection and Reporting

**DATE:** June 4, 2010

**RE:** 2010-2011 Corporation/School Profile Amendments

Starting this year, schools that open, close, reconfigure or redistribute students will be required to complete a form posted on Master File site and send additional information providing projected enrollment for all schools in the district. **PAMS** and **SAMS** email contacts are generated from the information provided. The profile information can be updated at anytime throughout the year and should be updated for the start of the 2010-2011 school year at this time. Go to the Indiana School Directory Update (Master File) on the department's website at [www.doe.in.gov/data/datacollection.html](http://www.doe.in.gov/data/datacollection.html).

Starting this year, schools that open, close, reconfigure or redistribute students will be required to complete a form posted on Master File site and send additional information providing projected enrollment for all schools in the district. **New instructions** have been posted on this site with information on reporting the forms below.

- 1) Corporation/School Profile Amendment
- 2) Closure/Consolidation Form
- 3) Opening/Request for New School Number Form
- 4) Reconfiguration Form
- 5) Redistribution Form
- 6) Request for New School Improvement Baseline Form

The public corporation should update the non accredited non-public school information for the schools located in their district that serve students in K-12. Accredited non-public schools can update the information for their schools.

All completed forms should be e-mailed or sent by facsimile to:  
Amy Hart, [ahart@doe.in.gov](mailto:ahart@doe.in.gov)  
Facsimile: 317-233-6326

The submitted information will be reviewed by IDOE staff before being accepted into the master file database. Information submitted will **not** be immediately displayed on the web.